1. Is there a person in your agency who is responsible for coordinating and overseeing the implementation of the records management program? (36 CFR 1220.34(a))

Answer	Bar Manual Manua	Response	
✓ Yes		1	100%
X No		0	0%
X Do notknow		0	0%
Total		1	

2. Please provide the person's name, position title, and office.

of Dognonia

Maurice King, Department of the Navy Records Officer, Department of the Navy/Assistant for Administration Directives and Records Management Division

3. How long has this person been responsible for coordinating and overseeing the implementation of the records management program?

	Answer	Bar	Response	
1	★ 5 or more years		0	0%
2	X 3 to 4 years X 1 to 2 years		0	0%
3	X 1 to 2 years		1	100%
4	X Less than a year		0	0%
	Total	отте мінистрана мотоковом отпоромого утпорожно общорого во порожно общорого общорого общорого общорого утпорожно во общорого общ	in plantation of this plant of the plantation of the process are second of the second of the second or sec	

4. Does your agency have a Senior Agency Official for Records Management (SAORM)? (If you are a component of a department, you may answer "Yes," even if this is not being done at the component level.)

200	Arrawer		Response	
	×Yes	Company of the Compan	1	100%
t	× №		0	0%
3	➤ Do not know		0	0%
	Total		1	

5. Does your Agency Records Officer meet regularly (four or more times a year) with the SAORM to discuss the agency records management program's goals?

Answer	Response	
×Yes	1	100%
X No	0	0%
➤ Do not know	0	0%
➤ Do not know Total	0	

6. Does your agency use the Records and Information Management Series, 0308, job series released by the Office of Personnel Management in 2015?

Answer The	· Bar	Response	*
X Yes		٥	0%
2 XNo	SWAW STATE	1	100%
X Do not know		0	0%
X Not applicable, my agency does not use the General Schedule (GS) job classification		0	0%
Total		1	

7. Does your agency have a network of designated employees within each program and administrative area who are assigned records management responsibilities? These individuals are often called Records Liaison Officers (RLOs), though their titles may vary. (36 CFR 1220.34(d))

Answer	Bar Bar	Response	
1 🗸 Yes		1	100%
2 X No		0	0%
3 × Do not know		0	0%
√ Not applicable, agency has less than 100 employees		0	0%
Not applicable, Departmental Records Officer - this is done at the component level		0	0%
Total		f	

	program.			
3	Answer 12 Page 18 Day 1	Ber	Response	×
	X All records management staff are agency personnel		0	0%
	X All records management staff are contractors		0	0%
	X Records management staff includes both agency personnel and contractors		1	100%
	Total		1	

9. How many FTE agency personnel (non-contractors) are specifically assigned records management responsibilities? (These are individuals directly responsible for records management program implementation, not contacts within mission areas with minimal records management duties.)* *For Department Records Officers, please include only the staff at the Department level, not agency components, as component agency records officers will be answering for their agencies.

#	Answer	Bar Bar	Response	
1	X<		0	0%
2	X1		0	0%
3	X 2 - 10		1	100%
4	X 10−20		0	0%
5	X More than 20		0	0%
ì	X Do not know		0	0%
7	X Not available		0	0%
В	X Not applicable, all records management staff are contractors		0	0%
	Total		1	

10. If your agency uses contractors, how many contractor FTE are specifically assigned records management responsibilities? (These are individuals directly responsible for records management program implementation, not general contacts within mission areas with minimal records management duties.)* *For Department Records Officers, please include only the staff at the Department level, not agency components, as component agency records officers will be answering for their agencies.

	Answer	Bar	Response	
1.	X<		0	0%
2	X1		0	0%
3	X2-10		1	100%
4	X 10-20		0	0%
5	X More than 20		0	0%
5	X Do not know		0	0%
7	X Not available		0	0%
6	X Not applicable, all records management staff are agency personnel		0	0%
	Total	m our phonoun money un of district while our both days while our block was a but was when when about and a spin and	1	

11. Does your agency have a documented and approved records management directive(s)? (36 CFR 1220.34(c))

		Bar (September 1996)	Response	
	✓Yes		,	100%
	✓ No, pending final approval ✓ No, under development		0	0%
1	✓ No, under development		0	0%
	X No		0	0%
5	X Da nat know		0	0%
	Total		.1	

12. When was your agency's directive(s) last reviewed and/or revised to ensure it includes all new records management policy issuances and guidance?

	Answer	Bar Electrical Services	Response	*
1	✓ FY 2017 - present	Company of the same of the sam	1	100%
2	✓ FY 2015 - 2016		0	0%
3	✓ FY 2013 - 2014		0	0%
4	X FY 2012 or earlier		0	0%
5	X Do not know		0	0%
7	X Not applicable, agency does not have a records management directive		0	0%
	Тotal		1	

13. Does your agency have internal records management training*, based on agency policies and directives, for employees assigned records management responsibilities? (36 CFR 1220.34(f)) *Includes NARA's records management training workshops that were customized specifically for your agency or use of an agency-customized version of the Federal Records Officer Network (FRON) RM 101 course.

	Antwer	Bar	Response	*
1	✓Yes	165	1	100%
2	× No		0	0%
3	✓ No, pending final approval		0	0%
4	✓ No, pending final approval ✓ No, under development		0	0%
5	X De net know		0	0%
6	✓ Not applicable, please explain		0	0%
	Total			

14. Has your agency developed mandatory internal, staff-wide, formal training*, based on agency policy and directives, covering records in all formats, including electronic communications such as email, text messages, chat, or other messaging platforms or apps, such as social media or mobile device applications, which helps agency employees and contractors fulfill their recordkeeping responsibilities?** (36 CFR 1220.34(f)) *Includes NARA's records management training workshops that were customized specifically for your agency or use of an agency-customized version of the Federal Records Officer Network (FRON) RM 101 course. **Components of departmental agencies may answer "Yes" if this is handled by the department. Department Records Officers may answer "Yes" if this is handled at the component level.

Ħ	Answer	Response	
1	✓Yes	1	100%
2	× No	0	0%
3	✓ No, pending final approval	0	0%
4	✓ No, pending final approval ✓ No, under development X Do not know	0	0%
5	➤ Da not know	0	0%
	Total		

15. Does your agency require that all senior and appointed officials, including those incoming and newly promoted, receive training on the importance of appropriately managing records under their immediate control? (36 CFR 1220.34(f))

Arever	Bar	Response	
✓Yes		1	100%
× No		0	0%
X Do not know		0	0%

16. Is records management training included in the in-processing for new employees in your agency?

#	Answer	Response	
1	× Yes	1	100%
2	XNo	0	0%
3	➤ No, pending final approval	0	0%
4	X No, pending final approval X No, under development Do not know	0	0%
5	➤ Do not know	o	0%
	Total	1	

17. Please add any additional comments about your agency for Section I: Activities. (Optional)

nt Respons

18. In addition to your agency's established records management policies and records schedules, has your agency's records management program developed and implemented internal controls to ensure that all eligible, permanent agency records in all media are transferred to NARA according to approved records schedules? (36 CFR 1222.26(e)) ** These controls must be internal to your agency. Reliance on information from external agencies (e.g., NARA's Federal Records Centers) or other organizations should not be considered when responding to this question. * Examples of records management internal controls include but are not limited to: • Regular briefings and other meetings with records creators • Monitoring and testing of file plans • Regular review of records inventories • Internal tracking database of permanent record authorities and dates

N Answer		Bar	Response	
1 ✓Yes			1	100%
2 X No			0	0%
3 No, pending fin	al approval		0	0%
 No, pending fin No, under deve 	opment		0	0%
5 X Da not know			0	0%
Total			-1	

19. In addition to your agency's established policies and records schedules, has your agency developed and implemented internal controls to ensure that Federal records are not destroyed before the end of their retention period? (36 CFR 1222.26(e)) "These controls must be internal to your agency. Reliance on information from external agencies (e.g., NARA's Federal Records Centers) or other organizations should not be considered when responding to this question. "Examples of records management internal controls include but are not limited to:

Regular review of records inventories Approval process for disposal notices from off-site storage Require certificates of destruction Monitoring shredding services Performance testing for email Monitoring and testing of file plans Pre-authorization from records management program before records are destroyed Ad hoc monitoring of trash and recycle bins Notification from facilities staff when large trash bins or removal of boxes are requested Annual records clean-out activities sponsored and monitored by records management staff

	Answer	Bar	Response	
1	✓Yes		1	100%
2	× No		0	0%
3	✓ No, pending final approval ✓ No, under development		0	0%
4	√ No, under development		0	0%
5	➤ Do not know		0	0%
	Total		1	

20. Does your agency evaluate, by conducting inspections/audits/reviews, its records management program to ensure that it is efficient, effective, and compliant with all applicable records management laws and regulations? ** For this question, your agency's records management program, or a major component of the program (e.g., vital records identification and management, the records disposition process, records management training, or the management of your agency's electronic records), must be the primary focus of the inspection/audit/review.

Anamer	Bar	Response	
✓ Yes, evaluations are conducted by the Records Management Program		0	0%
✓ Yes, evaluations are conducted by the Office of Inspector General		0	0%
✓ Yes evaluations are conducted by the Records Management Program AND the Office of Inspector General		1	1001
✓ Yes, evaluations are conducted by:		0	0%
X No please explain		0	0%
X Do not know		0	0%
Total		1	

21. How often is your records management program, or a major component of your program, evaluated for compliance with agency records management policies and procedures?

	A Resilver	Response	
1	✓ Annually	1	100%
2	√ Bi-annually	0	0%
1	✓ Once every 3 years	0	0%
	✓ Ad hoc	0	0%
,	➤ Do not know	0	0%
7	X Not applicable, agency does not evaluate its records management program	0	0%
	Total	1	

#	Answer	Bar Bar	Response	
1	X Yes		1	100%
	X No		0	0%
3	➤ Do not know		0	0%
	➤ Not applicable, agency does not evaluate its records management program		0	0%

24 H		outs	-ff	Harifolds - Hartifolm
	as your agency established performance goals for its rec eduling all paper and non-electronic records by the end o			
	g and piloting an electronic records management solutio		8 • Updating records management po	The state of the s
		ls management evaluations of at least one		
	Answer	Bar	Response	To water
1	√Yes			100%
2	× No	Charles of the second of the s		0%
3	✓ Currently under development		0	0%
4	X Do not know		0	0%
.5	✓ Pending final approval		0	0%
	Total			
25 (1		4 0 50	
	las your agency's records management program identifie			
	transfers, etc.? *Examples of performance measures inc • A reduction in the volume of inactive records stored			
	ds scheduled • Percentage of offices evaluated/inspec			
	pment of new records management training modules •			
	ensure records are captured • Percentage of re	cords successfully retrieved by Agency F	OIA Officer in response to FOIA	requests
0	Artswer	Bar	Response	%
1	✓ Yos		1	100%
2	× No		0	0%
3	✓ Currently under development		0	0%
4	X De not know			0%
5	✓ Pending final approval		0	0%
	Total		1	
	TO LOS			
26. D	oes your agency's records management program have d	ocumented and approved policies and pro	ocedures that instruct staff on how your	agency's permanent records
933000		nats must be managed and stored? (36 Ci		
100.100	Answer	Bar	Response	Billion Sheller v
	√Yes			100%
2	× No			0%
- 125				
3	✓ No pending final approval		0	0%
4	✓ No, under development		0	0%
5	X Do not know		0	0%
	Total			
27 lo	your agency subject to laws or regulations that require y	au én anndusé businana usina anno an	nalaw vananda 2t - #Campananta af danad	
21. 15	your agency subject to laws or regulations that require y "Yes" if this is handled by the department.			
	Too it this is harded by the department.	Department Received Stricers may dissive	res in this is nameled at the sompone	11 10 1211
TO STATE OF THE PARTY OF THE PA	Answer	Bar		
			Response	У.
1	XYes			100%
2	X No		0	0%
3	X Do not know		0	0%
	Total		1	
-				
20 W	: b - 6 th - 6 - 11 - 12 - 12 - 12 - 12 - 12 - 12		1.0/01	
20. W	nich of the following possible examples of requirements t	for paper or analog records apply to your	agency's needs? (Choose all that apply)	
-				
# Ans			Bar	Response
1 ×V	Vet signatures are required for transactions with non-Federal entities (Including the public			0 0%
3 🗶 1	ransactions are required to be conducted using paper / hard copy			1 100%
4 ×	gency is required to offer paper / hard copy as an available option for transactions			0 0%
5 X	Wher, please be specific:			1 100%
6 X	o not know			0 0%
				0 0%
10.0	omments: (Optional)			0 0%
^	comments: (Optional) Vet signatures are required for transactions between Federal agencies			
				0 076
Other, pleas			Comments: (Optional)	0 0%
	Vet signatures are required for transactions between Federal agencies		Containits; (Optional)	0 0%
	Vet signatures are required for transactions between Federal agencies		Contrients; (Optional)	0 079
	Vet signatures are required for transactions between Federal agencies		Contolents; (Optional)	0 0%
Only for thos	Vet signatures are required for transactions between Federal agencies			
Only for thos	Vet signatures are required for transactions between Federal agencies The specific: that are old and not cost effective to digitize.	ram and administrative areas? (36 CFR 12 this is handled by the department.		
Only for thos	Vet signatures are required for transactions between Federal agencies The specific: that are old and not cost effective to digitize.			
Only for thos	Vet signatures are required for transactions between Federal agencies The specific: that are old and not cost effective to digitize.			
Only for thos	Vet signatures are required for transactions between Federal agencies of the specific: a that are old and not cost effective to digitize. I as your agency identified the vital records of all its prog	this is handled by the department.	23.16) *Components of departmental ag	jencies may answer "Yes" if
Only for those	Vet signatures are required for transactions between Federal agencies of the specific: a that are old and not cost effective to digitize. las your agency identified the vital records of all its prog	this is handled by the department.	23.16) *Components of departmental ag	gencies may answer "Yes" if

Total

#	Answer	Bar	Response	%
1	✓ Annually		1	100%
2	✓ Bi-annually		0	0%
3	✓ Once every 3 years		0	0%
4	× Never		0	0%
5	➤ Do not know		0	0%
6	✓ Ad hoc		0	0%
71	Total		1	

	Answer	Bar	Response	%
1	✓ Yes		1	100%
2	X No		0	0%
3	➤ Do not know		0	0%

#	Answer	Bar	Response	. %
1	× Yes		1	100%
2	X No		0	0%
3	X No, pending final approval		0	0%
1	× No, under development		0	0%
5	➤ Do not know		0	0%

#	Answer	Bar	Response	%
1	X Are the same person		0	0%
2	★ Coordinate closely together		0	0%
3	➤ Work together sometimes		1	100%
4	× Never work together		0	0%

34. Are	the Agency Records Officer and the FOIA Officer in the sar	ne office/division within your agency?	MARK WELL TO SE	
# An	swer		Bar	Response
	Yes			0 0%
2 ×	No Section 1997			1 100%
3 X	Do not know			0 0%
4 X	Agency Records Officer and the FOIA Officer are the same person			0 0%
100	9			
35. Red	cords needed to respond to a FOIA request are readily acces	ssible and located by staff responsible for F	DIA:	
	Artswer	Bar	Responsa	
1	×Always		0	0%
2	Most of the time		0	0%
3	Some of the time		1	100%
4	Never		0	0%
5	➤ Do not know Total		0	0%
36. Sta	iff responsible for FOIA can search for records without cont	acting others (i.e. program offices):		
	Answar Mahanan	Bar	Response	O. P.
1 2	X Always X Most of the time		0	0%
3	X Some of the time		1	100%
4	× Never	THE RESERVE WHILE A SECURIT	0	0%
5	➤ Do not know		0	0%
	Total		1	
37. At	what point in the FOIA process does your agency inform re		ation Services' (OGIS) dispute reso	olution services? (Choose all
	ALEXANDER DE PROPRIO PER SEN DE PROPRIO DE L'ANNO DE L'A	that apply)		
A Annu			Bar	Response
1 × W	hen there is an adverse determination		8)	1 100%
	hen notifying the requester that the agency needs more than 10 additional days to process a re	quest		1 100%
	hen responding to the requester's appeal		h	1 100%
4 × No				0 0%
	notknow			0 0%
6 🗙 🛇	her, please explain			0 0%
Other, please	e explain			
38. Wh	nat mode does your agency most often use to release record	ls under FOIA?		
	Answel	₽at .	Response	
1	X Email		0	0%
2	➤ Online portal		0	0%
3	¥ U.S. mail		0	0%
4	X Other, please explain	The state of the s		100%
	Total	ayahanda gagadha dhall shigi dhalladha dhalladh y shigidha shigidh y shigidha shigid		Ass arrannesser-pusselabi - silva planenh-mass puri avra sukus adi man'i pala septembri a Arrandiniah (1922) - ipab
Other, pleas	a problem			
-	d online portal are used to release records under FOIA.			
39. In 2	2015, NARA and the Federal Records Management Council i	ntroduced the Federal RIM Program Maturity	Model. Are you familiar with this c	r other maturity models?
	Answer	Bar	Response	*
1	× Yes		1	100%
2	X No		0	0%
3	Comments: (Optional)		0	0%
Comments	(Optional)			JENNING PROPERTY.
40 4-	n you using the Sederal DIM Program Maturity Medichards	maturity models to many the maturity	f the records management	22
40. Are	e you using the Federal RIM Program Maturity Model or othe	maturity models to measure the maturity o	r the records management progran	Contract to the second
# N	Answer	Bar	Response	
	¥Yes		1	100%
2	X No		0	0%
3	Comments: (Optional)		0	0%
Comments	(Options)			

41. Does your agency use your Records Management S	Self-Assessment scores to measure the	effectiveness of the records management pr	ogram?
F Answer		Bar	Response
¥Yes			1 100%
X No			0 0%
X Do not know			0 0%
Comments (Optional): Please include in your comments how you use the Recor	ds Management Self-Assessment,	and the second second	0 0%
oniments (Optional): Please include in your comments how you use the Records Ma	nagament Self-Assessment		
42. Please add any additional comments about your ag	ency for Section II: Oversight and Comp	liance. (Optional)	
ext Response			design of a design which has been
43. Are records and information in your agency manag identified, classified using a ta	ed throughout the lifecycle [creation/cap xonomy, inventoried, and scheduled? (3	oture, classification, maintenance, retention, 6 CFR 1222.34, 36 CFR 1224.10 and 36 CFR	and disposition] by being properly 1225.12)
X Auswer	Bar	Response	
1 ✓ Yes		1	100%
z × No		0	0%
3 ✓ To some extent		0	0%
4 × Do not know Total	drafer which wear where the sea than second means are so were group dates when photophysics group abytings byte upon	0	0% Traininininininininininininininininininin
44. Are records and information in your agency easily r	retrievable and accessible when needed	for agency business? (36 CFR 1220.32(c))	
й Альжог		Bar	Response
1 Yes, all records are easily retrievable and accessible when needed			1 100%
2 Most records can be retrieved and accessed in a timely manner			0 0%
3 Some records can be retrieved and accessed in a timely manner 4 No			0 0%
5 × Do not know			0 0%
Total	терия было оборного на постоя учасноствуване постоя на населения на селения на называщий на селения, основный формальный формальный на формальный на постоя на населения на на		
45. Does your agency disseminate every approved dis	position authority (including newly appr within six months of approval? (36	oved records schedules and General Recor	ds Schedule items) to agency staff
# Answer	Bar	Response	*
1 Yes 2 X No		1 0	100%
3 × Do not know		0	0%
Total			0%
46. What method(s) does your agency use? (Choose all	I that apply)		
Answer 1		Ber	Response
Memorandum or email notification			1 100%
3 × Update training materials			1 100%
Updale records management policies and/or handbooks			1 100%
5 × Other, please explain			0 0%
fier, please expisin			
17 Dage your approx have a mathed of and a little	4) follows 2000 and 1000 de la		The state of the s
17. Does your agency have a method of continually ide	nthying new and unscheduled records?		
# Answer	Bor	Response	
a AM-		1	100%
1 XYes			
2 X No		0	0%
		0.	0%

Answer		Bar	Response	
➤ Regular surveys			0	0%
× Regular inventories			0	0%
X Records management evaluations, site assessments, or audits of prog	ram offices		1	100
> Work with program managers to identify new programs and related re-	cords		1	100
➤ Work with Privacy Officer and review SORNs (Systems of Records Not	dices)		0	0%
➤ Work with FOIA Officer			0	0%
X Records Liaison Officers notify Agency Records Officer of new record	series		1	1009
Require use and annual update of file plans			1	100
Participate in design and retirement of information systems and note c	hanges in records		0	0%
Coureach and awareness			0	0%
X Other, please explain			0	0%
, please explain				
49. Does your agency have permanent records	that are 30 years old or older that are located records centers? (36 CFR 1235.12(cords centers, and/or cor	mmerci
	Bar	Response	4	SUL STE
Anamor				

50. Are you aware of the requirement to formally request permission from NARA to retain permanent records beyond that time specified in your agency's NARA-approved records schedules as outlined in 36 CFR 1235.14 and 1235.16?

0%

	Answer	Ber	Response	36 M
1	× Yes		1	100%
2	× No		0	0%
	Total		i	

51. Did your agency transfer permanent non-electronic records to NARA during FY 2017? (36 CFR 1235.12)

➤ Do not know

Answer of the control	Ruspame	E 15255.2
√Yes	1	100%
2 ×No	0	0%
No - No records were eligible for transfer during FY 2017	0	0%
√ No - New agency, records are not yet old enough to transfer	0	0%
✓ No - My agency does not have any permanent non-electronic records	0	0%
∑ Da not know	0	0%
7 X Other, please explain	0	0%
Total	1	

52. Did your agency transfer permanent electronic records to NARA during FY 2017? (36 CFR 1235.12)

	Answer	Bar	Response	
1	✓Yes		1	100%
2	X No		0	0%
4	√ No - No electronic records/systems were eligible for transfer during FY 2017		0	0%
5	✓ No - New agency, electronic records/systems are not old enough to transfer		0	0%
7	X Do not know		0	0%
3	X Other, please explain		0	0%
9	✓ No - My agency does not have any permanent ejectronic records		0	0%
	Total		1	

53. Does your agency track when its permanent records (regardless of format) are due to be transferred to NARA?

	Aricwer	Bor	Response	
1	X Yes		1	100%
2	X No		0	0%
3	➤ Do not know		0	0%
4	X Not applicable, please explain		0	0%
	Total	and the state of t	1	

	Answer	Rar	Respo	nsa %
	Rely on Federal Records Center notifications		1	100
	Maintain an inventory		,	1001
	➤ Database or other automated tracking		1	100
	Manual tracking		1	100
	Other, please explain		0	0%
ile a si e	explain			
E		achilia.		
	Does your agency conduct, and document for account management roles and responsibilities, including the			
		and 30 OF R 1230.10(a & b);	to the self-role for the self-re-	
	Answer	Bar	Resport	×
	✓ Yes		1	100%
	✓ Yes, but not documented		0	0%
	× No		0	0%
	X Do not know		0	0%
Maybe worth	✓ Not applicable, please explain		0	0%
	Total		1	
cab	s, please explain			
. 1:	the Agency Records Officer and/or Senior Agency Of		ing briefings or other processes fo	or newly appointed se
12		officials? (Not scored)		
	Answer	Bu:	Response	×.
1	× Yes		1	100%
2	× No		0	0%
	M.D. anthony		0	0%
3	X Do not know			
3	X De net know Total			
	Total Does your agency conduct, and document for accounts		fficials on the appropriate disposi	
	Total Does your agency conduct, and document for accounts email, under their	immediate control? (36 CFR 1222.24(a)(6) and 36 CFI	fficials on the appropriate disposi R 1230.10(a & b))	
	Total Does your agency conduct, and document for accounts email, under their hardware.		fficials on the appropriate disposi	tion of records, inclu
. c	Ooes your agency conduct, and document for accounts email, under their their year	immediate control? (36 CFR 1222.24(a)(6) and 36 CFI	fficials on the appropriate disposi R 1230.10(a & b))	tion of records, includes the second
	Total Does your agency conduct, and document for accounts email, under their hardware.	immediate control? (36 CFR 1222.24(a)(6) and 36 CFI	fficials on the appropriate disposi R 1230.10(a & b))	tion of records, inclu
	Ooes your agency conduct, and document for accounts email, under their their year	immediate control? (36 CFR 1222.24(a)(6) and 36 CFI	fficials on the appropriate disposi R 1230.10(a & b)) Response	tion of records, includes the second
	Ooes your agency conduct, and document for accounts email, under their interest of the second	immediate control? (36 CFR 1222.24(a)(6) and 36 CFI	fficials on the appropriate disposi R 1230.10(a & b)) Response 1	tion of records, inclu % 100% 0%
	Ooes your agency conduct, and document for accounts email, under their interest of the second	immediate control? (36 CFR 1222.24(a)(6) and 36 CFI	fficials on the appropriate disposi R 1230.10(a & b)) Response 1 0	tion of records, inclu % 100% 0% 0%
	Ooes your agency conduct, and document for accounts email, under their interest of the second	immediate control? (36 CFR 1222.24(a)(6) and 36 CFI	fficials on the appropriate disposi R 1230.10(a & b)) Response 1 0 0	tion of records, inclu 55 100% 0% 0% 0%
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7. E	Answer Yes Yes, but not documented No No applicable, please explain Total	immediate control? (36 CFR 1222.24(a)(6) and 36 CF	fficials on the appropriate disposi R 1230.10(a & b)) Restorme 1 0 0 0 1	tion of records, include
iesb	Total Does your agency conduct, and document for accounts email, under their email, under their years, but not documented No Do not know Not applicable, please explain	immediate control? (36 CFR 1222.24(a)(6) and 36 CF	fficials on the appropriate disposi R 1230.10(a & b)) Restorme 1 0 0 0 1	tion of records, inclu % 100% 0% 0% 0% 0%
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ienb	Answer Yes Yes, but not documented No y Do not know Not applicable, please explain Total Sthe Agency Records Officer and/or Senior Agency O	immediate control? (36 CFR 1222.24(a)(6) and 36 CF	fficials on the appropriate disposi R 1230.10(a & b)) Response 1 0 0 0 1 1 Ings or other exit clearance proces	tion of records, included with the second se
. [Answer Yes Yes, but not documented No applicable, please explain Total Sthe Agency Records Officer and/or Senior Agency O Answer Yes No	immediate control? (36 CFR 1222.24(a)(6) and 36 CF	fficials on the appropriate disposi R 1230.10(a & b)) Response 1 0 0 0 1 1 ings or other exit clearance proces	tion of records, inclu % 100% 0% 0% 0% 0% 100% 0%
. [Answer Yes Yos, but not documented No applicable, please explain Total Sthe Agency Records Officer and/or Senior Agency O Answer Yes No Do not know Not applicable app	immediate control? (36 CFR 1222.24(a)(6) and 36 CF	fficials on the appropriate disposi R 1230.10(a & b)) Response 1 0 0 1 1 Ings or other exit clearance proces	tion of records, inclu % 100% 0% 0% 0% 0% 0% 100%
. [Answer Yes Yes, but not documented No applicable, please explain Total Sthe Agency Records Officer and/or Senior Agency O Answer Yes No	immediate control? (36 CFR 1222.24(a)(6) and 36 CF	fficials on the appropriate disposi R 1230.10(a & b)) Response 1 0 0 0 1 1 ings or other exit clearance proces	tion of records, inclu % 100% 0% 0% 0% 0% 100% 0%
. E	Answer Answer Yes Yes, but not documented No No applicable, please explain Total Sthe Agency Records Officer and/or Senior Agency O Answer Yes No Do not know Not applicable ap	fficial for Records Management involved in exit brief officials?	fficials on the appropriate disposi R 1230.10(a & b)) Response 1 0 0 1 1 ings or other exit clearance proces Response 1 0 0 1 for other designated official(s) rev	tion of records, inclu % 100% 0% 0% 0% 0% 0% 0% 0% 0%
. (E	Answer Answer Yes Yes, but not documented No Do not know Not applicable, please explain Total Sthe Agency Records Officer and/or Senior Agency O Answer Yes No Do not know Total Answer Total Answer Total	fficial for Records Management involved in exit brief officials? Bar Bar officials include records management program staters and copies of records by those senior officials?	fficials on the appropriate disposi R 1230.10(a & b)) Response 1 0 0 1 Ings or other exit clearance proces Response 1 0 0 1 for other designated official(s) rev (36 CFR 1222.24(a)(6))	tion of records, inclu 5 100% 0% 0% 0% 0% 0% 0% 0% 4 20% 4 20% 4 20% 20% 20% 20% 20% 20% 20% 20% 20% 20%
ienb	Answer Answer Yes Yes Yes, but not documented No Not applicable, please explain Total Sthe Agency Records Officer and/or Senior Agency O Answer Yes No Do not know Not applicable applicable please explain Total Sthe Agency Records Officer and/or Senior Agency O Answer Yes No Do not know Total Oes the exit or separation process for departing senior removal of personal pap	fficial for Records Management involved in exit brief officials?	fficials on the appropriate disposi R 1230.10(a & b)) Response 1 0 0 1 1 ings or other exit clearance proces Response 1 0 0 1 for other designated official(s) rev (36 CFR 1222.24(a)(6))	tion of records, inclu % 100% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0%
3. I	Answer Answer Yes Yes, but not documented No No Do not know Not applicable, please explain Total Sthe Agency Records Officer and/or Senior Agency O Answer Yes No Do not know Total Answer Yes No Do not know Total Answer Yes No Do not know Total Answer Yes No Answer Yes	fficial for Records Management involved in exit brief officials? Bar Bar officials include records management program staters and copies of records by those senior officials?	fficials on the appropriate disposi R 1230.10(a & b)) Response 1 0 0 1 1 Ings or other exit clearance proces Response 1 0 0 1 for other designated official(s) rev (36 CFR 1222.24(a)(6))	tion of records, included with the state of
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ienb	Answer Answer Yes Yes, but not documented No No po not know Not applicable, please explain Total Sthe Agency Records Officer and/or Senior Agency O Answer Yes No Do not know Total	fficial for Records Management involved in exit brief officials? Bar Bar officials include records management program staters and copies of records by those senior officials?	fficials on the appropriate disposi R 1230.10(a & b)) Response 1 0 0 1 1 Ings or other exit clearance proces Playporse 1 0 0 1 for other designated official(s) rev (36 CFR 1222.24(a)(6)) Response 1 0 0	tion of records, inclu % 100% 0% 0% 0% 0% 0% 0% 0% 0% 0% 100%
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. E	Answer Answer Yes Yes, but not documented No No po not know Not applicable, please explain Total Sthe Agency Records Officer and/or Senior Agency O Answer Yes No Do not know Total	fficial for Records Management involved in exit brief officials? Bar Bar officials include records management program staters and copies of records by those senior officials?	fficials on the appropriate disposi R 1230.10(a & b)) Response 1 0 0 1 1 Ings or other exit clearance proces Playporse 1 0 0 1 for other designated official(s) rev (36 CFR 1222.24(a)(6)) Response 1 0 0	tion of records, inclu % 100% 0% 0% 0% 0% 0% 0% 0% 100% 0% 100% 0% 100% 0%

#	Answer	Bar	Response	
1	×Yes		0	0%
2	× No			100%
3	➤ Do not know		0	0%
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Does	the facility comply with the standards pr	rescribed by 36 CFR 1234?	A DESCRIPTION OF THE PARTY OF T	
*	Answer	Ear	Response	The second second
1	×Yes		0	0%
2	×No		0	0%
3	X Do not know Total		0	0%
. Do	es your agency store inactive temporary	and/or permanent records in an agency records ce holding areas.)	nter? (Note: This does NOT include agency stagi	ng areas and tempo
•	Answer	Bar -	Response	084
1 2	X Yes X No		0	0% 100%
3	X Do not know		0	0%
	Total		1	7.7
Does	the records center comply with the stan	dards prescribed by 36 CFR 1234?	"你是是我们的人	
u II	Answer	Ber	Response	*
1	×Yes		0	0%
2	×No		0	0%
3	➤ Do not know		0	0%
-	Total	nd/or permanent records in an agency records stag	0	
Does	your agency store inactive temporary and	nd/or permanent records in an agency records stag	ing or holding area?	
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Does	your agency store inactive temporary and Answer X Yes X No		ing or holding area? Response 0	0% 100%
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Does # 1 2 3	your agency store inactive temporary and Answer X Yes X No X Do not know Total Answer X Yes	with the standards prescribed by 36 CFR 1234.10, that staging or holding areas comply with	0 ling or holding area? Response 0 1 0 1 0 1 36 CFR 1234.12, and 36 CFR 1234.14?* 'It is not to a 36 CFR 1234.	ow 100% ow required but encours
# 1 2 3 3 1 2 3 3	your agency store inactive temporary and Answer X Yes No Do not know Total Answer X Yes No Yes No Do not know Total	with the standards prescribed by 36 CFR 1234.10, that staging or holding areas comply with	1 1 234.12, and 36 CFR 1234.14?* *It is not it is a considered to the considered to	0% 100% 0% required but encours % 0% 0%
Does # 1 2 3 3	your agency store inactive temporary and Answer X Yes X No X Do notknow Total Answer X Yes X No X Do notknow Total Lease estimate the volume of inactive temporary and answer Yes X No X Do notknow Total	with the standards prescribed by 36 CFR 1234.10, that staging or holding areas comply with Ber Poorary records, in cubic feet, that your agency is s records storage box.)	response 0 1 0 1 36 CFR 1234.12, and 36 CFR 1234.14?* *It is not on the storing in a non-NARA storage facility. (A cubic for storing in a non-NARA storage facility. (A cubic for storing in a non-NARA storage facility.	ow 100% ow required but encoura w ow ow ow
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Does 1 1 2 3 3 4 4	your agency store inactive temporary and Answer X Yes X No X Do not know Total Answer X Yes X No X Do not know Total Rease estimate the volume of inactive temporary and the stage of the stag	with the standards prescribed by 36 CFR 1234.10, that staging or holding areas comply with Ber Property records, in cubic feet, that your agency is so	Response O 1 0 1 0 1 0 1 0 1 Response O O O Response O O O O O O O O O O O O O	o% 100% 0% required but encours 0% 0% 0% 0% 0% 0%
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Does # 1 2 3 . Do # 1 2 3 4 5 6	your agency store inactive temporary and Answer X Yes X No X Do not know Total Answer X Yes X No X Do not know Total Lease estimate the volume of inactive tem Answer X 0-1,000 X 1,000 - 5,000 X 5,000 - 15,000 X 5,000 - 10,000 X 5,000 - 10,000 X 5,000 - 100,000	with the standards prescribed by 36 CFR 1234.10, that staging or holding areas comply with Ber Property records, in cubic feet, that your agency is so	Response O 1 0 1 0 1 36 CFR 1234.12, and 36 CFR 1234.14?* *It is not a storing in a non-NARA storage facility. (A cubic for a cubic	o% 100% 0% required but encours 0% 0% 0% 0% 0% 0% 0%

	Answar	Bar	Response	
1	× 0 − 1,000		0	0%
2	× 1,000 - 5,000		0	0%
3	× 5,000 - 15,000		0	0%
4	× 15,000 - 25,000		0	0%
5	× 25,000 - 50,000		0	0%
6	× 50,000 - 100,000		0	0%
7	× 100,000 - 250,000		0	0%
8	× 250.000 or greater		0	0%
	Total		0	

E	Answer Rar	Rasponse	
3	× Yes	1	100%
	× No	0	0%
	➤ Do not know	a	0%
	X Not applicable, my agency does not store records in the Federal Records Centers	0	0%

	Answer	Ser .	Response	*
1	× Yes		1	100%
2	X No, please explain		0	0%
3	➤ Do not know		0	0%
	Total		1	

70. Please add any additional comments about your agency for Section III: Records Disposition. (Optional)

Toxi Response

71. Has your agency incorporated and/or integrated internal controls to ensure the reliability, authenticity, integrity, and usability of agency electronic records maintained in electronic information systems? (36 CFR 1236.10)

	√Yes	Response	100%
2	× No	0	0%
3	➤ Do not know	0	0%
4	✓ Not applicable, please explain ✓ To some extent	0	0%
5	✓ To some extent	0	0%
	Total	1	

72. Does your agency have documented and approved procedures to enable the migration of records and associated metadata to new storage media or formats so that records are retrievable and usable as long as needed to conduct agency business and to meet NARA-approved dispositions? (36 CFR 1236.20(b)(6))

	Answer	Bar -	Response	
1	✓ Yes		1	100%
2	X No		0	0%
3	➤ Do not know		0	0%
4	✓ No, pending final approval		0	0%
5	✓ No, under development		0	0%
	Total	**************************************	1	

4	Answer	Ber	Rasportse	*
1	X Yes		1	100%
2	×No		0	0%
3	X Do not know		0	0%
4	X Not applicable, please explain		0	0%
5	★ To some extent		0	0%
	Total		Maria de la companya	
o.Co.	ble, please explain	Manage the second weak and where we two the bring to the treet	vertically a series of cure in the	

74. Does your agency maintain an inventory of electronic information systems that indicates whether or not each system is covered by an approved NARA disposition authority? (36 CFR 1236.26(a))

	Answer	Bar	Response	*
11	✓ Yes		1	100%
2	X No, please explain X Do not know		0	0%
3	X Do not know		0	0%
	Total		1	

75. Does your agency ensure that records management functionality, including the capture, retrieval, and retention of records according to agency business needs and NARA-approved records schedules, is incorporated into the design, development, and implementation of its electronic information systems? (36 CFR 1236.12) *Components of departmental agencies may answer "Yes" if this is handled by the department.

200	Altawel	Construction of the Constr	Response	
	✓Yes		1	1005
	X No, please explain		0	0%
3	X Do not know		0	0%
4	✓ Not applicable, please explain		0	0%
	Total	an whip dan was dealign papers, amangadhage who amanda refidiates ame refiliates amended distributes refig in the committee of the face whitch delines white the deal and the committee of the co		M state and M sectional sections, and in

76. Does your agency's records management program staff participate in the design, development, and implementation of new electronic information systems?

	X Not applicable, please explain		
4	X Do not know	0	0%
3	× No, please explain	0	0%
2	X To some extent	0	0%
1	×Yes	1	100%

77. Which of these activities does your agency's records management program staff participate in to ensure that records requirements are part of the recommended solution? (Choose all that apply)

	Approx.	Bar Aller State Control of the Contr	Response	
1	★ Participate in review and acceptance of proposals for new systems		1	100%
2	X Participate as stakeholder in requirements gathering		1	100%
3	X Participate as stakeholder in design phase		0	0%
4	X Participate as stakeholder in development phase including testing the system		0	0%
5	X Provide sign of authority for the implementation of new systems		0	0%
6	★ Monitor system for adherence to standards, policies, and procedures		1	100%
7	★ Provide information only		0	0%
8	X Do not know		0	0%
9	➤ Other, please explain		0	0%

78. Does your agency have documented and approved policies requiring permanent electronic records be managed in an electronic format for eventual transfer to NARA?

	Answer	Bar Response	
1	X Yes	1	100%
2	×No	0	0%
3	X No, under development X Do not know	0	0%
4	X Do not know	0	0%
	Total		

79. Doe	es your agency have protections against unauthorized	d use, alteration, alienation or dele	tion of all electronic re-	cords?			
1	Answer × Yes	Bar		Responsé		100%	100
2	X No			,		0%	
3	X To some extent			0		0%	
4	X Do not know			0		0%	
	Total			1			
90 5	the state of the s						
	es your agency have the capability to place legal hold		sposition is authorized				
	Angwer	Bar		Response		×	
1	× Yes			1		100%	
3	X No X To some extent			0		0%	
4	X Do not know			0		0%	
	Total	mandaga sasa naganda mari ur manarahanda gala-dari dari-dari dari dari kan dari dari dari undari dari undari dari manarahan dari undari dari undari dari undari dari undari dari undari dari dari undari un		1		Prevention of ever-mak agains, one quantity against superior	
81, Do	es your agency comply with the requirements under E	Executive Orders 13526 and 13556	for managing classifie	d and controlled unc	lassified information	on in systems t	hat
		contain electronic rec					
0 1	Artis sweet		Bar		Response	*	
	Yes				1	100%	
	< No □				0	0%	
	▼To some extent				0	0%	
1000	C Do not know				0	0%	
	Not applicable, not an executive branch agency otal				0	0%	
	ue)						
82. Do	es your agency have the ability to search across all sy	ystems to find electronic records r	needed for agency busi	ness, FOIA and other	r information reque	ests?	
	Attswor	Bar		Response			
2	× Yes			0		0%	
3	➤ To some extent			1		100%	
4	X Do not know		THE RESERVE OF THE PERSON OF T	0		0%	
	Total			1	aditionered rate or services a reservición os services de conserviciones or serviciones de conserviciones de c		
83. Do	pes your agency have a digitization strategy to reform	at permanent records created in h	ard copy or other analo	og formats (e.g., micr	ofiche, microfilm, a	analog video, a	nd
		analog audio)?		The Control of		2000	
	Answer	Sar Sar		Response		*	8
1	X Yes			1		100%	
2	X No			0		0%	
3	X To some extent			0		0%	
4	➤ Do not know Total			1		0%	
84. Do	es your agency manage your web content as records'	?					
	Answer	Bir		Response		State of the last	
1	XYes			0		0%	
2	× No	The second secon		1		100%	
3	➤ Do not know			0		0%	
	Total			1			
85. Ho	w does your agency capture web content managed as	records? (Choose all that apply)				A ROBERTS	
	Swir .						
	Content is printed and filed	Active III with coll E. The State II and the Coll	al real series for the	to the state of th	Respo	ns.e 0'	
	Content is captured manually through periodic web snapshots				0	0.	
	Content is automatically harvested using specific tools				0	0'	
	Do not know				0	0'	
	Other, please explain				0	0.	
Other, please	e explain						139

6. Web content management includes: (Choose all ti	nat apply)		
F Answer		Bar	Rasponse
X Identification of record copy whether online or off-line			0
★ Identifying the program office responsible for official record copy			0
★ Records retention scheduling of web content			0
X Preservation of record copy in accordance with retention schedule			0
X Migration of content when website is updated			0
Maintaining access throughout the life-cycle even if removed from the webs	ile		0
Managing convenience copies as duplicates and applying disposition as no	eeded		0
★ Transfer of permanent web records to the National Archives			0
Cother, please explain			0
wir, pleasa ax plain			
7. Does your agency use cloud services?			
\$ Answer	Est	Rasponae	*
1 XYes		1	100%
2 ×No		0	0%
3 × Da nat know		0	0%
Total			
3. For what purpose(s) is your agency using cloud s	ervices? (Choose all that apply)		
	(тері) /		
Adawer	CART THE DESIGNATION OF THE STREET, CART STR	Bal	Response
X Email			0 0
X Administrative functions such as payroll, purchasing, and financial manage	ment		0
➤ Mission/program-related functions		E	1 10
X Other, please explain			0
➤ Do not know			a c
r, phase explain			de Come de la come de la place.
9. Are recordkeeping requirements included?			
# Answer	Bot	Response 0	0%
3 ×ND			
4 × Do not know			100%
Total		0	0%
90. Is the records management program and re	lated requirements included in your agency's Info	rmation Resource Management Plan or	an equivalent information
	t plan? (OMB Circular A-130, Managing Informati	on as a Strategic Resource)	
1 ×Yes	Вэг	Response	100%
2 ×No		0	
3 × Do not know		0	0%
Total		1	0%
Does your agency have documented and approv	ed policies and procedures in place to handle em	ail records that have a retention period	longer than 180 days? (36
	1236.22)	新年成功。这种种种种种的	
# Answer	gar gar	Response	*
1 Yes	DESCRIPTION OF THE PROPERTY OF		100%
2 X No, please explain		0	0%
3 X Do not know Total		1	0%
vienso explair			
2. Does your agency have documented and approve NARA 2014-04: Revised Format Guida	nce for the Transfer of Permanent Electronic Rec	ords – Appendix A: Tables of File Forma	il records to NARA describ ats, Section 9 -
Email, https://www.a	rchives.gov/records-mgmt/policy/transfer-guidan	ce-tables.html? (36 CFR 1236.22(e))	
8 Answer	Bar	Response	and the second second
1 Yes		1	100%
2 × No		0	0%
3 X Do not know		0	0%

Total 1

94. Does your agency have documented and approved policies that address these types of accounts and that state that email records must be preserved in an appropriate agency recordkeeping system? (36 CFR 1236.22)

	Answer	Ber	Response	
1	✓Yes		1	100%
2	X No		0	0%
3	X Do not know		0	0%
4	✓ No. pending final approval		0	0%
5	✓ No. under development		0	0%
-	Total		1	

95. Does your agency allow the use of personal email accounts to conduct official business? (36 CFR 1236.22(b))

	Answer	Bar was a superior of the supe	Response	
1	×Yes		1	100%
2	× No		0	0%
3	➤ Do not know		0	0%
	Total		1	

96. Does your agency have documented and approved policies that address the use of personal email accounts, whether or not allowed, that state that all emails created and received by such accounts must be preserved in an appropriate agency recordkeeping system and and that a complete copy of all email records created and received by users of these accounts must be forwarded to an official electronic messaging account of the officer or employee no later than 20 days after the original creation or transmission of the record? (36 CFR 1236.22(b) and P.L. 113-187)

	Answer	Dur .	Response	
1	✓Yes		1	100%
2	× No		0	0%
3	X Do not know		0	0%
4	✓ No, pending final approval ✓ No, under development		0	0%
5	√ No, under development		0	0%
	Total		1	

97. Does your agency's email system(s) retain the intelligent full names on directories or distribution lists to ensure identification of the sender and addressee(s) for those email messages that are Federal records? (36 CFR 1236.22(a)(3))

2000	Attacer	Bar Bar	Response	
1	✓Yes	Experience Service Service	1	100%
2	× No		0	0%
3	➤ Do not know		0	0%
	Total		1	

98. What method(s) does your agency employ to capture and manage email records? (Choose all that apply)

	Answer	THE PROPERTY OF THE PARTY OF TH	Response	*
1	X Captured and stored in an email archiving system		0	0%
2	X Captured and stored in an electronic records management system		1	100%
3	Captured and stored as personal storage table (.PST) files		0	0%
4	× Print and file		0	0%
5	X Not captured and smail is managed by the end-user in the native system		0	0%
6	X Other, please be specific		0	0%

99. Does your agency evaluate, monitor, or audit staff compliance with the agency's email preservation policies? (36 CFR 1220.18)

	Bar Maria Caracteria de la companya	Response	
✓Yes		1	100%
× No		0	0%
➤ Do not know		0	0%
Total			

330	Ariswot	Bar	Response	
	× Annually		. 1	100%
	★ Bi-annually		0	0%
	★ Once every 3 years		0	0%
	× Ad hoc		0	0%
	➤ Do not know		0	0%
	Total		- 4	

1	Answer	Response	*
1	✓ GRS 6.1, Email Managed under a Capstone Approach	0	0%
2	X Agency-specific schedule	0	0%
3	★ Combination of agency-specific schedule and GRS 6.1	1	100%
8	➤ Email retention has not been scheduled	0	0%
5	X Do not know	0	0%
6	X Other, please explain	0	0%
	Total	1	

Answer	Bar Bar	Response	
× Yes		1	100%
× No		0	0%
➤ Do not know		0	0%
➤ To some extent		0	0%

X Yes 1 X Ne 0 X Do not know 0		Response		Answer	
X Do not know	100%	1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	×Yes	
	0%	0		X No	
	0%	0		➤ Do not know	
▼To some extent	0%	0		➤ To some extent	

regulations and guidance?				
088	Answer	Bar	Response	*
1	× Yes		,	100%
2	X No		0	0%
3	➤ Do not know		0	0%
4	X To some extent		0	0%
	Total	holly mellentrical medical medical respitation respita	1	

Ariswer	Bar Dar	Response	
×Yes		1	100%
×No		0	0%
➤ Do not know		0	0%

106. Does your agency have an approved records schedule covering electronic messages including text messages, chat/instant messages, voice messages, and messages created in social media tools or applications that meet the definition of a Federal record?

	Answer	Response
1	×Yes	0 0%
2	×No	1 100%
3	➤ Do not know	0 0%
4	X Do not know X No, pending final approval X No in the state of th	0 0%
5	X No₁ under development	0 0%
	Total	1

	Market	ssages, and messages created		AND DESCRIPTION OF PERSONS ASSESSMENT	COLUMN TO SERVICE AND ADDRESS OF THE PARTY O	
	Answer		Bar		Response	%
1	XYes				0	0%
2	X No				1	100%
3	X Do not know				0	0%
5	➤ Other, please explain				0	0%
6	X No, pending final approval No, under development				0	0%
	Total				1	0%
						contraction (see
ar, ple	aac explain					
08.	Please add any additional comments about your ag	gency for Section IV: Electroni	c Records. (Optional)	370 115 49		阿勒斯
ț Raș	ponte					
09.	Does the records management program have a dec	dicated budget?				
	3 Answer	Bar		Response		*
	The state of the s		No. of the last of	0		0%
1		R Delynda	A ARD POLICE	1		100%
-				D		0%
	Total			1		ophodiska jiliyah iliyahadda qadqali ahqaladda qadqala qiqqinqiddigilgi.
10	Please report actual obligations for records manag	sement nurnoses incurred in F	V 2017 for each of the			NAMES AND THE PARTY.
		Bernett harhoses utcarred at t				
_	Answer		Bar		Résponce	100 E
1	➤ Please enter dollar amount (without the \$ sign):				0	0%
2	➤ Do not know				0	0%
3	Prefer not to answer Not applicable, all records management staff are contractors			10000		1009
4	X Not applicable, all records management staff are contractors Total				0	0%
	TOTAL					
1230 61	nter dollar amount (without the \$ sign);					
	nter dollar amount (without the \$ sign): Records Storage Contracts and Inter-Agency Agre	eements (paper and analog for	mats):			
11.	Records Storage Contracts and Inter-Agency Agre	eements (paper and analog for	mats):		Response	
11.		eements (paper and analog for			Response	0%
11.	Records Storage Contracts and Inter-Agency Agre	eements (paper and analog for				
11.	Records Storage Contracts and Inter-Agency Agre Answer X Please enter dollar amount (without the \$ sign):	eements (paper and analog for				0%
11.	Records Storage Contracts and Inter-Agency Agre Answer X Please enter dollar amount (without the \$ sign): X Do not know	eements (paper and analog for			0	0% 0%
11. * 1 2	Records Storage Contracts and Inter-Agency Agra Answer X Please enter dollar amount (without the \$ sign): X Do not know X Prefer not to answer	eements (paper and analog for			0	0% 0%
11. 1 2 3	Records Storage Contracts and Inter-Agency Agre Answer X Please enter dollar amount (without the \$ sign): X Do not know Y Prefer not to answer Total				0	0% 0%
11. 1 2 3	Records Storage Contracts and Inter-Agency Agre Answer X Please enter dollar amount (without the \$ sign): X Do not know X Prefer not to answer Total Nor dollar amount (without the \$ sign): Records Management IT Systems and Electronic for		Bay		0 0 1	0% 0% 100%
11. 1 2 3	Records Storage Contracts and Inter-Agency Agra Answer X Please enter dollar amount (without the \$ sign): X Do not know X Prefer not to answer Total Inter dollar amount (without the \$ sign):				0	0% 0%
11. 1 2 3 3 112.	Records Storage Contracts and Inter-Agency Agre Answer X Please enter dollar amount (without the \$ sign): X Do not know X Prefer not to answer Total Records Management IT Systems and Electronic for Answer		Bay		D D D I I I I I I I I I I I I I I I I I	0% 0% 100%
111. * 1 2 3 112.	Records Storage Contracts and Inter-Agency Agre Answer X Please enter dollar amount (without the \$ sign): X Do not know X Prefer not to answer Total Records Management IT Systems and Electronic for the state of the state		Bay		D D D T T T T T T T T T T T T T T T T T	0% 0% 100%
11. * 1 2 3 12.	Records Storage Contracts and Inter-Agency Agre Answer X Please enter dollar amount (without the \$ sign): X Do not know X Prefer not to answer Total Records Management IT Systems and Electronic for the state of the sign of the s		Bay		D D D T T T T T T T T T T T T T T T T T	0% 0% 100%
11. * 1 2 3 12. # 1 2 3	Records Storage Contracts and Inter-Agency Agre Answer X Please enter dollar amount (without the \$ sign): X Do not know X Prefer not to answer Total Moor dollar amount (without the \$ sign): Records Management IT Systems and Electronic for the sign of		Bay		Peaponal O 1	0% 0% 100%
11. * 1 2 3 3 112. # 1 2 3 3	Records Storage Contracts and Inter-Agency Agre Answer X Please enter dollar amount (without the \$ sign): X Do not know X Prefer not to answer Total Records Management IT Systems and Electronic for the storage of the sign of the	Records Storage:	Bay		Peaponal O 1	0% 0% 100%
11. 2 3 112. # 1 2 3	Records Storage Contracts and Inter-Agency Agre Answer X Please enter dollar amount (without the \$ sign): X Do not know X Prefer not to answer Total Records Management IT Systems and Electronic for Arrawer X Please enter dollar amount (without the \$ sign): X Do not know X Prefer not to answer Total Arrawer X Please enter dollar amount (without the \$ sign): X Do not know X Prefer not to answer Total Travel and Transportation for records management	Records Storage:	Bay State St		Pesponal 0 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0% 0% 100%
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Answer	Bar	Response	76
➤ Please enter dollar amount (without the \$ sign):		0	0%
X Do not know		0	0%
★ Prefer not to answer		1	100%
Total		1	11111

	Answer	Bar I Bar Service Service	Response	*
1	✓ Please enter dollar amount (without the \$ sign):		0	0%
2	➤ Do not know		0	0%
3	➤ Prefer not to answer		1	100%
4	★ Not applicable		0	0%
5	➤ Please enter additional category here: (Please be specific)		0	0%

116. Comments: (Optional) Text Response

	Answer	Bar	Response	
1	x 500,000 or more FTEs x 500,000 or more FTEs		0	0%
2	× 100,000 – 499,999 FTEs		1	100%
3	× 10,000 − 99,999 FTEs		0	0%
4	X 1,000 − 9,999 FTEs		0	0%
5	× 100 − 999 FTEs		0	0%
6	X 1 − 99 FTEs		0	0%
7	➤ Not Available		0	0%
	Total		1	

	Answer	Ваг	Response	%
1	X Senior Agency Official		1	100%
2	X Office of the General Counsel		1	100%
3	× Program Managers		1	100%
4	× FOIA Officer		1	100%
5	★ Information Technology staff	The state of the s	1	100%
6	→ Records Liaison Officers or similar		1	100%
7	★ Administrative staff		1	100%
8	X Other, please be specific:		0	0%
9	× None		0	0%

119. Ho	w much time did it	take you to ga	ther the informatio		sen-assessment	A STATE OF THE PARTY OF THE PAR	EST TOTAL	F 200	100
# Ansv	wer the property of the same			Bar	interrestry to the		Response		*
word and the latest terms.	nder 3 hours			and the second of the second			0	A CONTRACTOR	0%
2 × M	lore than 3 hours but less than	6 hours					0		0%
3 × M	lore than 6 hours but less than	10 hours					0		0%
4 ×0	ver 10 hours						1		100%
Total							1		
1 20. Did	d your agency's ser	ior manageme	ent review and con	cur with your respo	onses to the 2017	7 Records Ma	ınagement Se	lf-Asses	ssmei
# 16	Answer		Bar			Response	120/00/18 PE	%	
1	× Yes					1		1009	6
2	X No					0		0%	
3	➤ Do not know					0		0%	
	Total					1			
1 21. Ple	ease provide your c	ontact informa	ition.						
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22. Are	Pepartment of the Property of the Agency R Answer Yes No Total	ecords Officer ency Records	Agency Ro	nformation.	Respond 1 0 1	.mil		100%	
22. Are # 1 2 23. Ple mo:	Pepartment of the Property of the Agency R Answer X Yes X No Total Pease provide the Agency R	ecords Officer ency Records	Agency Ro	nformation.	Respond 1 0 1	.mil		100%	
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127. Score

Statistic	Value
Mean Score	100.00
Score Standard Deviation	0.00
Weighted Mean of Items	0.78
Weighted Standard Deviation of Items	1.31
Items	128.00